

DESCRIPTION: Under direct supervision, performs paraprofessional legal work researching and providing analysis on a variety of legal subjects for an agency; prepares a variety of legal documents and memorandums; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the first of two levels (Legal Aid I, Legal Aid II). Within the Legal Aid I class, work is performed under direct supervision according to established policies and procedures, while the Legal Aid II class displays a moderate degree of freedom in decision making and work is performed under general supervision according to established policies and procedures. Positions classified to the Legal Aid I class do not represent the agency during hearings under supervision of a licensed attorney, while positions classified to the Legal Aid II class may represent the agency during hearings under supervision of a licensed attorney and conducts more complex legal research and analysis.

This class series is distinguished from the Paralegal class series by typically being filled by law students who work under direct supervision of a licensed attorney.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts research for agency attorneys; reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs and related legal authorities

Analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.

Assists with preparing legal files and/or documents and/or correspondence such as briefs, affidavits, motions, subpoenas, petitions, or memorandums for use by agency attorneys.

Assists in maintaining hearing room tapes and films.

Proofreads letters, briefs, memoranda and other material prepared by agency attorneys.

May assist in drafting proposed rules, regulations and statutes.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: filing and record keeping methods; basic legal research methods and case analysis.

Skill in: legal research and writing legal analysis and documents.

Ability to: organize material into logical format; analyze and interpret statutes.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Current enrollment in, and completion of one year of law school (approved by the American Bar Association).

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).